



# EMPLOYEE SUGGESTIONS

**PM-58-01**

**Section: 58-00, SERVICE AND AWARDS**

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## **PURPOSE & SCOPE**

The City of Memphis Council and Administration will like to recognize and reward those employees that have ideas which can improve the operation of city government and align with the strategic priorities such as efficiency, public safety and customer service. Therefore, the Division of Human Resources designed an employee incentive program wherein employee suggestions are submitted, reviewed and possibly implemented. As a result, individuals and/or groups with ideas that can potentially benefit city government or, at least, a Division or Service Center will be rewarded accordingly.

We encourage ideas that align with the City of Memphis Strategic Priorities:

1. People
2. Jobs and Economic Development
3. Public Safety
4. Customer Service
5. Integrity
6. Efficiency
7. A Physically Clean Community

### **What is an eligible suggestion?**

An idea submitted electronically or in writing by an individual/group :

1. Simplify or improve operations.
2. Save time required to accomplish a task.
3. Increase output & enhance productivity.
4. Improve procedures, operating methods or equipment, work-space layouts, and organizations.
5. Save material and property.
6. Save manpower money.
7. Improve personnel safety.

### **What is an ineligible suggestion?**

1. Stating a problem without offering a solution.
2. Calling attention to the need for routine maintenance, repair, or the purchase of ordinary supplies & materials.
3. Increasing personal comfort, convenience, or desires of solely the suggestor.
4. Recommending enforcement of existing directives or regulations.
5. Suggestions having implementation costs in excess of any anticipated cost savings.



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## **How does one submit a suggestion?**

To submit a suggestion, please fill out a submission form located on the City of Memphis' website. ([click on link to go to web form](#)). Submit the form via email to: [Employee.Suggestions@memphistn.gov](mailto:Employee.Suggestions@memphistn.gov) or by inter-Office Mail to Employee Suggestions, 125 North Main Room 406, Memphis, Tn., 38103 or submit through your Division 's Employee Suggestions Program Coordinator.

## **Review Process:**

1. Submit to Human Resources
2. Directors Panel Review/Rank Suggestions
3. Finalists to CAO/Mayor
4. Implementation by Division

## **Recognition:**

1. Thank You Note
2. Formal Recognition by Memphis City Council and Mayor
3. Recognition Plaque
4. Lunch with Council Chair and Mayor
5. Cash Award
6. Annual Employee Suggestion Recognition Ceremony
7. Recognition in City of Memphis newsletters

## **Benefits:**

1. Increase Employee Morale
2. Improve Customer Service
3. Increase effectiveness and efficiency of City Government
4. Improve Public Perception of City Government

A record of suggestions received from an employee will be included in the employee's personnel file with an Acknowledgement of Receipt from the Director of Human Resources.